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Executive Registry
64-7511

[Redacted]

ADM-10.9

MEMORANDUM FOR: Deputy Director for Science and Technology
SUBJECT : Reducing On-Duty Strength During FY 1965

1. The Director of Personnel recently compiled and forwarded to me the first report of current Agency-wide plans and efforts to reduce our on-duty personnel strengths to approved ceiling levels.

2. The report indicates that within the Directorate of Science and Technology there is at present no real problem with respect to reducing strength levels to ceilings. On the contrary, the existing problem is one of selecting additional properly qualified and essential personnel to meet approved objectives.

3. We must not assume that the Agency's manpower goals have been achieved when each of its components is within its approved personnel ceiling. Our repeatedly stated objective is to reach minimum levels of qualified and essential personnel and such a level in a given component might most properly be well below its established ceiling. The component which does not exceed its ceiling is in no way relieved from further responsibility for continuing aggressive action to achieve maximum personnel economies while meeting approved objectives. The aggressive attention you must continue to give DD/S&T component strength is unfortunately never-ending. I believe you will agree, however, that in the face of the heavy requirements facing your Directorate, this attention must be accepted by all supervisory levels.

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[Redacted Signature]

Norman B. Kirkpatrick
Executive Director-Comptroller

cc: Director of Personnel

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GROUP 1
downgrading and
declassification